

HERTFORD COUNTY CODE ENFORCEMENT

252-358-7814 Office 252-358-1241 Fax

NON-RESIDENTIAL MECHANICAL PERMIT APPLICATION

COPIES OF CONTRACTS/SCOPE OF WORK REQUIRED

Customer Name _____ Parcel # _____

Mailing Address: _____

Job Site Address _____

Email _____ Phone Number _____

Description of Work: _____

Mechanical Contractor _____

Business Address _____

License # _____ Work # _____ Cell # _____

Email Address _____ Job Cost \$ _____

**Does Unit Feed Single Space? _____ Yes _____ No

**Is the Duct Work Included? _____ Yes _____ No

**Smoke Detection Shutoffs Installed _____ Yes _____ No

NEW UNIT:

☐ Type of Unit (s) _____ ☐ Size of Unit _____

☐ Design CFM _____

Fuel Source: ☐ Natural Gas ☐ Propane ☐ Oil

CHANGE OUT EXISTING UNIT:

☐ Type of Unit (s) _____ ☐ Size of Unit _____

☐ Design CFM _____

Fuel Source: ☐ Natural Gas ☐ Propane ☐ Oil

Contractor's Signature _____ Date _____

ALL PERMIT FEES ARE NON-REFUNDABLE

Checks payable to: Hertford County Code Enforcement

**Please submit a copy of your North Carolina Contractor's License along with this permit application. For parcel numbers go to <http://maps2.roktech.net/hertfordags/#>. ~ Fee Cost: \$4.00 per Thousand OR Minimum of \$40.00~

***Proof of Ownership or Owner's Agency is required to obtain permits.**

Effective 2/24/2016